

# ADMINISTRATIVE STANDARDS FOR THE INDIANA STATE DEPARTMENT OF HEALTH NURSE AIDE TRAINING PROGRAM

## STANDARD 1. QUALIFIED PERSONNEL

- A. Each training entity shall have a qualified Program Director, who possesses, at minimum, the following:
  - 1. A **current** Indiana Registered Nurse license (IC 25-23-1-1).
  - 2. A minimum of two years of licensed nurse's experience, of which at least one year must be in the provision of long term care services.
  - 3. Documentation of completion in a course in teaching adults.
  - 4. Have a completed application for approval as a program director on file at the ISDH with all the required documentation.
  - 5. Be approved by the ISDH Division of Long Term Care Training Section as a program director.
  - 6. A vocational teacher's license will substitute for the required training in teaching adults.
- B. The program director is to be directly accountable for the program development and is also accountable for the classroom instruction and clinical training provided to the students.
- C. In a facility based program, the Director of Nursing may be the program director, and the Director of Nursing in these cases is prohibited from doing any of the classroom and clinical training. If the Director of Nursing is the program director, a delegated instructor **must** teach the entire nurse aide training course and will conduct the supervision of the clinical experience.
- D. A delegated instructor must meet all of the following minimal requirements:
  - 1. Be a Registered Nurse or Licensed Practical Nurse licensed and in good standing in the State of Indiana.
  - 2. Have a minimum of one year of licensed nurse experience.
  - 3. Have completed a course in teaching adults.
  - 4. A vocational teacher's license will substitute for the required training in teaching adults.
- E. Other qualified personnel that may participate in the training of nurse aides may include individuals that are qualified either through education or certification. These individuals must have at least one year of experience in their chosen field,

and cannot exceed their scope of practice. Examples of these personnel are, but not limited to:

1. Pharmacist
2. Dietician
3. Social Worker
4. Sanitarian
5. Gerontologist
6. Psychologist
7. Nursing home administrator
8. Therapist:
  - a. Physical
  - b. Occupational
  - c. Speech and language
  - d. Activity

**UNDER NO CIRCUMSTANCES IS A CERTIFIED NURSE AIDE OR QUALIFIED MEDICATION AIDE TO PARTICIPATE IN PROVIDING CLASSROOM INSTRUCTION OR SUPERVISION OF THE CLINICAL TRAINING.**

## **STANDARD 2. SITE APPROVAL**

- A. Each training entity providing the certified nurse aide training program must meet all of the following minimal requirements:
  1. Have on file a completed Application for Approval 105 Hour Nurse Aide Training (state form 629) at the ISDH.
  2. Have written approval from the ISDH to offer the nurse aide training programs.
  3. Must be in compliance with 42 CFR 483.151 regarding nurse aide training.
  4. Be a licensed long term care facility as required by 410 IAC 16.2 or
  5. An Indiana Vocational School governed by the Department of Education or an accrediting board of a school of nursing or
  6. Be a non-facility based program not participating in Medicare or Medicaid or
  7. A state hospital licensed under 410 IAC 16.2.
  8. Meet all the requirements in Standard 2C of this document.

B. All training entities offering the 105 hour nurse aide training program must have a designated classroom which meets all of the following requirements:

1. Be in a quiet area that is conducive to adult learning.
2. Be well illuminated and ventilated.
3. Have sufficient space to meet the educational needs of the student.
4. Have necessary supplies and equipment to train nurse aides.
5. Cannot interfere with normal resident activities.
6. If the classroom is held in another location, other than the facility, the training entity will ensure the classroom meets the above requirements.
7. No classroom will be held in a facility that does not meet the requirements of 42 CFR 483.151 and 483.152 or has had its ability to train nurse aides revoked for any reason.

C. An approved training entity must have one or more approved clinical sites which meet all of the following minimal requirements:

1. Be in a licensed long term care facility under 410 IAC 16.2 or state hospital.
2. Meet the requirements of 42 CFR 483.151 and 483.152.
3. The clinical site(s) must not have had their ability to train nurse aides revoked for any reason.
4. In the event the ability to train nurse aides is revoked during a clinical rotation, that rotation may be completed; however, no other classes or clinical rotations may be initiated for a minimum of two (2) years.

### **STANDARD 3. CLASSROOM INSTRUCTION**

A. All classroom instruction must be held in accordance with Section 11B of this document and meet all of the following minimal requirements:

1. Be at least thirty hours classroom instruction, of which a minimum of sixteen (16) hours must be conducted prior to any resident contact as outlined in 410 IAC, and
2. Must meet the course content standards.
3. Must be provided in accordance with Standard 1 of this document.

B. Students must meet the following minimal requirements:

1. Be able to add and subtract simple equations.
2. Be able to read and write English.
3. It is encouraged, but not mandated, that the student be a high school graduate, or have a GED.

4. In cases of students who are enrolled in a Health Occupation Educational (HOE) program, the program must be approved by the ISDH as an approved nurse aide training entity.

#### **STANDARD 4. CLINICAL INSTRUCTION**

All students completing the 30 hours of classroom and seeking placement on the Nurse Aide Registry, must complete a clinical rotation which:

1. Is in accordance with Section II B and C of this document.
2. Is in accordance with 410 IAC 16.2.1.14.
3. Is completed in its entirety in an approved clinical site of the training entity where the classroom was conducted.
4. Is conducted utilizing the *Resident Care Procedures* (RCP) checklists.
5. Consists of no less than 75 hours in length.
6. Must be under the general supervision of the program director that is responsible for the development of the clinical skills used by the students during the clinical rotation.
7. Must be supervised by a licensed nurse.
8. Meets the requirements for PPD administration as set forth in 10 IAC 16.2.1.14.t.

#### **STANDARD 5. STUDENT FILES**

Each student trained as a nurse aide by an approved training entity will have an organized, individualized student file. These files will be kept for a minimum of five (5) years, or three (3) years beyond the employment of the nurse aide, whichever is greater. The files will contain, at minimum, the following:

1. Individualized documentation of the actual time frames for the classroom training.
2. Any and all assessment tools utilized during the classroom portion of the course.
3. PPD and physical examinations.
4. Individualized documents of the actual time frames of the clinical experience, including procedures and activities completed during the clinical experience. Time cards are **not** acceptable.
5. The student's completed "RCP" checklists.
6. A copy of the application submitted for testing.
7. All testing data, including pass/fail documentation. If the training entity tests their own students, the actual answer sheet and skills final examination documentation will be kept in the file.

8. Copies of certificates or letters of completion, confirming the student has *Successfully completed the Indiana State Department of Health 105 hour Nurse Aide Training Program*, signed and dated by the program director. This certificate or letter must bear the name and address of the training entity.
9. Nurse Aide Registry verification, including out-of-state verification, if appropriate.
10. Proof of placement on the Nurse Aide Registry.

## **STANDARD 6. TESTING REQUIREMENTS**

All long term care facilities governed by 410 IAC 16.2 and state hospitals must utilize the state approved testing entity for all final testing. All students must have their testing applications submitted to the testing entity within 30 days after completion of the classroom and clinical experience.

Non-facility and vocational schools may administer the ISDH final examinations as long as the school/entity meets the requirements of the ISDH and 42 CFR 483.154.

## **STANDARD 7. TESTING PROCEDURES FOR SPECIAL CONSIDERATIONS**

After completion of the course, students who choose not to work as a nurse aide and take the final examinations immediately, will be given their application for testing. These students may have up to 24 months after completion of the course to sit for the final examinations and be placed on the Nurse Aide Registry upon successful completion of the final examinations.

Out-of-state nurse aides who are current and in good standing on another state's Nurse Aide Registry may be permitted to challenge the ISDH nurse aide training program through reciprocity. These individuals will be required to take the 100 question written examination, and the optional skills final examination, at the discretion of the hiring facility.

Student nurses that do not pass the state nursing boards may be placed on the Nurse Aide Registry after successfully completing both the written and skills final examinations. Student nurses **currently enrolled** in nursing school, who have successfully completed the *Fundamentals of Nursing* with a "C" or above, may be placed on the Nurse Aide Registry, after successfully completing the written final examination, and the optional skills final examination, at the discretion of the hiring facility.

## **STANDARD 8. FEE ASSESSMENT**

All training entities will abide with the prohibition of charging for training of nurse aides as set forth in 42 CFR 483.158.

## **STANDARD 9. REGISTRY PLACEMENT**

Immediately following successful testing, the testing entity shall submit the application for registry placement to the ISDH as described in CFR 483.154.

## **STANDARD 10. REVOCATION OF APPROVAL TO TRAIN NURSE AIDES**

The state **must** remove the approval to train nurse aides from any training entity that does not meet the requirements of 42 CFR 483.151.

The state may revoke the training approval from any training entity that refuses unannounced visits by the ISDH.

The state may revoke the training approval from any training entity that refuses to submit an acceptable plan of correction to an ISDH survey.

The state may revoke the training approval from any program/instructor in which training improprieties are validated. In addition, the state may revoke the training approval for program directors/instructors and or sites where there has been a pattern of excessive failure rates established.

The state may revoke the training approval from any entity, program director and/or instructor where falsification of any documents pertaining to the nurse aide training is validated.

The state may revoke the testing and/or training approval from any training entity where an issue of breach of test security is validated. All training entities testing their own students must abide by the test security policies set by the ISDH.

## **STANDARD 11. PROGRAM APPROVAL**

The state will require all training entities requesting initial approval and any changes in program director(s), instructor(s), or clinical sites prior to the actual change submit an application for Approval 105 Nurse Aide Training (state form 629). The training entity must have **written** approval before any changes in the training program can occur. Students that are trained in training entities that have not notified the ISDH of the

changes in the program will not be allowed to sit for the final testing and will have to be retrained as a nurse aide.

The state will approve training programs and changes as set forth in 42 CFR 483.151.

#### **STANDARD 12. MASTER SCHEDULE**

**All non-facility based programs** must submit an *ISDH Basic Nurse Assistant Training Program Master Schedule* of **all** classes ten (10) days prior to the beginning of each class.

#### **STANDARD 13. TEST SECURITY**

All testing entities will abide by the testing agreement and test security procedures set forth by the ISDH.

#### **STANDARD 14. NURSE AIDE SCOPE OF PRACTICE**

See the links to this section from the main internet page for the Nurse Aide Training Guide at: <http://www.state.in.us/isdh/regsvcs/ltc/naguide/index.htm>.